



# Alaska Army National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 16-31**



<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> <b>Commander's Administrative Assistant (CAA)</b>	<b>MOS:</b> <b>15B</b>	<b>OPEN DATE:</b> <b>6 July 2016</b>	<b>CLOSE DATE:</b> <b>21 JULY 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>1/207<sup>TH</sup>, JBER-Richardson, AK 99505</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: O3 Maximum: O4</b>	
<b>SELECTING SUPERVISOR:</b> <b>LTC REED</b>	<b>PARA/LINE #</b> <b>104/01</b>	<b>PHYSICAL PROFILE:</b> <b>222221</b>	

## AREAS OF CONSIDERATION

**Zone 1** On board AKARNG AGR only (Must have held current duty position for a minimum of 18 months) (MUST HOLD MOS)  
**Zone 2** Alaska Army National Guard Members (MUST HOLD MOS)

*\*Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1\**

## MAJOR DUTIES MAY INCLUDE

Serves as the principal staff officer and primary advisor to the Commander for providing leadership, oversight, information, analysis, guidance and recommendations on readiness and day-to-day matters of the command.

Supervises the organization through battalion and separate company level subordinate supervisors.

Supervises and coordinates the activities of the full time staff of the headquarters and subordinate units. Provides instructions and guidance to staff sections and subordinate units in the conduct of daily activities.

Makes day-to-day decisions for the commander in the areas of personnel and equipment assignments, instructions to staff members, and replies to requests from higher headquarters or local authorities.

Manages the full time personnel program for the organization. Directs, coordinates, and oversees work directly and through subordinate supervisors.

Advises staff regarding policies, procedures, and directives of higher-level management or headquarters.

Provides oversight for unit level feeder reports. Evaluates organizational readiness reports and develops recommendations for improvement/modification to the organizational priorities based on ever-changing needs of the Battalion and subordinate units.

Executes command level inspection program for the organization. Conducts reviews and recommends changes to command policies, activities, programs, and ensures subordinate units are progressing toward the desired readiness goals.

Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate units. Keeps up to date with new policies, regulations and directives. Reviews, provides input and finalizes studies relating to new force structure, reorganization, relocation of units, personnel practices, etc.

As the senior full time officer, has significant responsibilities in dealing with officials of other units/organizations and briefing/advising officials of higher rank.

Resolves problems that could not be resolved by subordinate supervisors/leaders.

May be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **SECRET**
- Physical Demand – Must meet HT/WT standard IAW 600-9
  - Must meet the medical fitness standards for retention per AR 40-501. If PULHES numerical indicator of P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning in the AGR program
- CPT with less than 5 years time in grade must have completed an BOLC,
- CPT with at least 5 years time in grade, must have completed CCC
- MAJ with at least 5 years time in grade, must have completed at least 50% of CGSOC or equivalent.
- Must not have failed selection for promotion on the latest consideration by a mandatory board
- Physical Demand Rating - Moderately heavy.
- **Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour**
- **If selected for this position, Approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) is required**

## PREFERRED QUALIFICATIONS

- Minimum of 4 years time in grade as CPT

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Sub tour Continuation Board
- Must complete required MOSQ within one year of assignment
- **CST, GMD, and outlying region assignments only.** There is a three year mandatory active service obligations for accepting a position at these locations and it must be completed while on active status.

## INSTRUCTIONS FOR APPLICANTS

<b>Must be or be eligible to become a member of the Alaska Army National Guard</b>	<b>Must not be under a current suspension of favorable personnel actions</b>	<b>Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities</b>
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program without and NGB waiver	If a selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Applicants who voluntarily separated/resign from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation	An applicant's military grade cannot exceed the maximum military authorized grade on the UMR for the AGR position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program without an approved waiver (if applicable)	

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [NG.AK.AKARNG.MBX.HRO-AGR@mail.mil](mailto:NG.AK.AKARNG.MBX.HRO-AGR@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Complete applications must be received in HRO-AGR office **no later than 1600 of the closing date**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** Items 2-7 are required by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

### **Packet must be in the following order:**

1. Resume (Please include personal and military email)
2. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
3. Last five Officer Evaluation Report (OER) if applicable
4. Certified copy of Officer Record Brief (ORB) as appropriate
5. DA photograph in military uniform (taken within the last 24 months for E6 and above only)
6. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. \*It is important that you print the report, not the webpage screen.)
7. Statement of all active service performed. The following documents are: NGB 23B, AHRC 249-E, DD 220, DD 214 and any accompanying DD215 as applicable.

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade **Example: AKARNG 16-52 Doe, Jane E1**

Email Subject should be: Position Announcement Number **Example: AKARNG 16-52**

Email Application Package to [NG.AK.AKARNG.MBX.HRO-AGR@mail.mil](mailto:NG.AK.AKARNG.MBX.HRO-AGR@mail.mil) and must be encrypted.

### **QUESTIONS:** To verify receipt of application, you may call:

- (907) 428-6455 (DSN 317-384-4455)
- (907) 428-6458 (DSN 317-384-4458)
- (907) 428-6472 (DSN 317-384-4472)
- (907)-428-6459 (DSN 317-384-4459)

Federal law prohibits the use of government postage for submission of applications.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### **THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.